

Oklahoma Employment Security Commission



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Oklahoma Employment and Training Issuance # 02-2009

TO: LO Managers, Area Managers, WIB Staff

FROM: Richard J. Gilbertson, Director
Workforce Integrated Programs Division

DATE: February 13, 2009

SUBJECT: Approved Training Forms

REFERENCE: Rules for the Administration of the Oklahoma Employment Security Act section 240:10-3-10, Approved training.

BACKGROUND: Approved training forms and procedures were initially established in the 1990s so that staff could approve and document claimants attending approved training programs. By entering this information into the computer system, claims could then identify those claimants that did not have to search for work. Since that time, it seems that the procedures have become confused in most workforce centers.

FORMS: The proper forms to be used are the OES 750 (Rev 3-08) – for claimants that are other than WIA or Dislocated Worker and the OES 515 – for claimants that are WIA or Dislocated Workers. (We are in the process of updating this form).

COMPUTER SCREENS: Some staff in the local workforce center thought they had lost access to the computer screens that allowed them to enter approved training information. That access is still available. Log into the OESC Mainframe system (G-Link), once you are in the system it will bring up the ES Menu. Then enter #1 Profiling/Approved Training. The approved training screens listed are #'s 7, 8, 9, and 10. To data enter a student you go to # 7 App Trn Student D/E. Fill in the Data Information Data Entry Screen and use the 6 to add. The school number must be entered.

PROCEDURE: Listed below are the proper procedures for processing the approved training forms.

1. If an individual claimant wants to attend school and draw a claim for unemployment insurance, staff **must complete** the OES-750 form in its entirety showing that the claimant is in fact pursuing schooling that he/she possesses the needed aptitudes or skills and that it is a high demand occupation. Once this is completed, the Workforce Center Manager is responsible for approving or denying this request for approved training. If the Workforce Center Manager approves the training, then the appropriate staff (with access to the ES Menu) must enter the information into the Mainframe system and fax the form OES 750 to 405-962-7524.
2. If the claimant is a WIA/Dislocated Worker claimant, then staff must complete the OES-515 form. This form must be signed by the WIA caseworker ensuring that the claimant is enrolled in approved training. The approved training list may be found in Oklahoma Service Link. Once completed, the form must be entered by the appropriate staff (with access to the ES Menu) and then fax the form OES 515 to 405-962-7524.

ACTION: Please ensure that all staff in the Workforce Center are familiar with the approved training procedures and forms. Do not submit approved training forms to the claim's department without entering the information into the Mainframe (G-Link) system.

QUESTIONS: If you have any questions please contact Ann Pendergraft at 405-557-5317 or ann.pendergraft@oesc.state.ok.us.

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